



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number 07-41

15 November 2007

**Announcing New Form to Request Training
"New Form"
Standard Form (SF) 182
No Expiration Date**

1. The use of Standard Form (SF) 182, Authorization, Agreement, and Certification of Training to request for Technician training is effective immediately. All new requests will be processed on the SF 182; previous requests will be honored and processed.
2. SF 182 replaces Department of Defense Form (DD) 1556 and all technicians should begin using the SF 182 immediately. In the near future, data from the SF 182 will be loaded into the Defense Civilian Personnel Data System (DCPDS) to facilitate routing, approving and tracking training. The SF 182 paper document contains the same data fields as the future electronic version that will be available through "My Biz", the employee portal to DCPDS.
3. Questions may be directed to the following Employee Development Specialists (EDS), Ms. Lisa Nagata at (916) 854-3601, DSN 466-3601, and CAGNET 63601 or Master Sergeant John Presnall at (916) 854-3548, DSN 466-3548, and CAGNET 63548.



STUART D. EWING
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Deputy Director for Human Resources

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